



CITY OF DURHAM

FINANCE DEPARTMENT

PURCHASING DIVISION

211 RIGSBEE AVENUE

DURHAM, NC 27701

919.560.4132 • fax 919.560.4325

www.durhamnc.gov/departments/purchasing/

Mailing Address:

P O BOX 490

DURHAM, NC 27702-0490

IMPORTANT BID DOWN LOAD NOTICE

To ensure that all bidders using the Purchasing Division's Web Site are kept up to date on any addendums, changes, or informational notices; please send an e-mail to joe.clark@durhamnc.gov, indicating which bid was downloaded. Failure to complete this important step may render your bid as non-responsive.

Thank you.



CITY OF DURHAM

FINANCE DEPARTMENT

PURCHASING DIVISION

211 RIGSBEE AVENUE

DURHAM, NC 27701

919.560.4132 • fax 919.560.4325

www.durhamnc.gov/departments/purchasing/

Mailing Address:

P O BOX 490

DURHAM, NC 27702-0490

April 18, 2006

Notice to Prospective Contractors

Mobile Data Center

RFP No. 4-191-06

The City of Durham Purchasing Division will receive proposals until 4:00 p.m., May 9, 2006 for a Mobile Data Center.

Enclosed for your convenience is a copy of the Proposal. Questions concerning this proposal should be direct to Bill Hess, Network Administrator, at (919) 560-4122, ext. 231, or by e-mail at: Bill.hess@durhamnc.gov.

Joseph W. Clark
Purchasing Manager

JWC:ljc



CITY OF DURHAM

FINANCE DEPARTMENT

PURCHASING DIVISION
211 RIGSBEE AVENUE
DURHAM, NC 27701
919.560.4132 • fax 919.560.4325

<http://www.durhamnc.gov/departments/purchasing/>

Mailing Address:

P O BOX 490
DURHAM, NC 27702-0490

Mobile Data Center

The **CITY OF DURHAM** invites your proposal for a **Mobile Data Center** to be received until **4:00 p.m., May 9, 2006**, in the PURCHASING DIVISION, 211 Rigsbee Avenue, Durham, NC. (MAIL ADDRESS: P O BOX 490, DURHAM, NC 27702-0490)

Proposal of _____
(hereinafter called "**CONTRACTOR**", organized and existing under the laws of the State of _____ doing business as (insert "a corporation", "a partnership", or as "an individual" as applicable) _____
to the **CITY OF DURHAM** (hereinafter called "**OWNER**").

In compliance with your Proposal, Contractor hereby proposes to furnish all materials, tools, machinery, equipment, apparatus, labor, and all means necessary to perform all work in connection with the **Mobile Data Center**, in strict accordance with the Contract Documents, within the time set forth therein, and at the prices stated hereinafter.

By submission of this Proposal, each Contractor certifies, and in the case of a joint Proposal, each party thereto as to his/her own organization, that this Proposal has been arrived at independently, without consultation, communication or agreement as to any matter relating to this Proposal with any other Contractor or with any competitor.

Contractor acknowledges receipt of the following Addenda (if any):

Proposal No. 4-191-06
4/18/2006

The undersign has carefully examined the site of this work, and has informed him/herself fully in respect of the conditions of the place where the work is to be performed, and has examined the Drawings (if any) and Specifications and/or Scope of Work, Conditions (General and/or Special), the Proposed Contract, and the Contract Documents relating thereto.

It is understood that the Owner reserves the right to reject any or all proposals, or to award the Contract to the low, responsive, responsible Contractor taking into consideration quality, performance and time specified in the proposal.

On being awarded a Service Contract, the undersigned will execute a Contract for the Service of the work described in conformity with the Contract Documents in the form hereto attached.

Contractor agrees to furnish all labor, materials, tools, equipment, fees, and services and to do all things necessary to perform the work described in the Contract Documents for this proposal.

PROPOSED SUBCONTRACTORS (if any):

1. Name: _____
Address: _____
Telephone number _____
State and License Number _____
Type, extent, and dollar value of work to be performed: _____

2. Name: _____
Address: _____
Telephone number _____
State and License Number _____
Type, extent, and dollar value of work to be performed: _____

The Contractor agrees to execute a contract in the form of the agreement attached to the Proposal.

The undersigned hereby designates as his/her office to which such notice of acceptance may be mailed, faxed, telegraphed, or delivered:

This proposal may be withdrawn at any time prior to the scheduled time for the opening of the proposals or any authorized postponement thereof.

It is understood that the Owner reserves the right to reject any or all proposals, to waive any and all informalities and to accept the Proposal most favorable to the City of Durham.

I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, or equipment and is in all respects fair without collusion or fraud. I understand collusion is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards. The Contractor hereby makes an offer to the City of Durham in accordance with the proposal documents, including this Proposal Form and all enclosures. The undersigned individual certifies that he or she is authorized to sign this proposal for the Contractor.

This the _____ day of _____, _____.
(Date) (Month) (Year)

OFFICIAL LEGAL NAME OF CONTRACTOR

ADDRESS

CITY STATE ZIP CODE

AUTHORIZED SIGNATURE

PRINT NAME TITLE

(____) _____ (____) _____
TELEPHONE NUMBER FAX NUMBER

FEDERAL I.D. NUMBER

CITY OF DURHAM PRIVELEDGE LICENSE NUMBER

Request for Proposal

A

Disaster Recovery Solution

For

A Mobile Data Center

City of Durham's Technology Solution
Department

Jawaad Abdul-Malik
Data Center Administrator
City of Durham
Technology Solutions

SCOPE OF WORK

Scope of the Request for Proposals

The City of Durham's Department of Technology Solution is requesting proposals for a Disaster Recovery Solution (DRS). The RFP is for a mobile Data Center. The successful bidder shall assist in the Disaster Recovery Planning for the City of Durham. The successful vendor shall provide a turn key solution. The City shall provide all consumable goods such as check stock and any other specialized items. This mobile Data Center will be used in the event of a disaster to the existing City's Data Center.

General Instructions

The City of Durham reserves the right to reject any proposal and to waive any technicalities, and informalities.

1. Bidders responding to this RFP are advised that this document represents the City's official request for a Disaster Solution for a mobile Data Center.
2. Discussions that may have occurred between vendors and City personnel before the official release of this document were informal in nature and in no way imply any commitment by either the vendor or the City.
3. This (RFP) is intended to describe the minimum requirements for a Disaster Recovery Solution to include all hardware, software, telecommunication, and any associated components.
4. The completed project shall result in a fully operational disaster recovery solution for the mainframe platform and associated critical business operations.
5. One (1) original proposal and four (4) copies must be submitted to the City's Purchasing Department.
6. Each bidder must respond in writing to each of the RFP specifications. If the bidder wishes to propose an alternative to any specification, it must be signified by including this term "Alternate to Specification" and must fully describe the proposed alternative. If the bidder cannot meet the specifications and have no alternate proposal, show this by including the term "Not Available" and explain.

SCOPE OF WORK

7. The successful bidder shall be the PRIME CONTRACTOR and responsibility for all goods and services provided for this solution. The City of Durham recognizes the right of the PRIME CONTRACTOR to subcontract materials, equipment, and labor.
However, the City of Durham holds the PRIME CONTRACTOR responsible for a fully operational Disaster Recovery Solution.
8. The successful bidder shall apply for all necessary permits if any associated with the solution implementation.
9. Each bidder shall submit all inquiries concerning this RFP or make appointments by contacting Bill Hess, 919-560-4122 x 231.
10. Each bidder shall provide three (3) references of customers under subscription for a disaster recovery configuration.

SCOPE OF WORK

Recovery Configuration

The DRS shall be a turn-key solution. The successful bidder shall work along with the City's General Maintenance Department in order to identify the best geographical location for the mobile unit. Each bidder shall be capable of providing within this RFQ a detail breakdown and cost of all proposed hardware, software, commercial power, HVAC, telecommunications, and any additional equipment required to support the recovery effort. Once the mobile Data Center is configured with the essential infrastructure it will be turned over to the City's IT staff. The City's IT staff shall provide critical data installations and will be responsible for rebuilding the application systems and workflows in order to produce a fully functional mobile Data Center.

Mobile Hardware Configuration

- 1 UNISYS INTEL-BASED CLEARPATH LX7150
 (1) INTEL INBUILT SERVER
 4 x 2.2GHZ XEON PROCESSOR,
 4 GB DDR MEMORIES
 3 INBUILT 36GB spindles hardware-mirrored SCSI for the OS
 1 dual channel embedded GB Ethernet card
 1 embedded single-channel SCSI controller
 1 DVD/CD-RW drive
 2 dual channel fibre controls for access to an EMC storage Array
 1 dual channel SCSI controller
 2 20/40 GB DDS4 4mm DAT tape drive w/ 6-cartridge autoloaders
- 3 Dell PowerEdge 2800 w/CD-ROM drive, 1.44MB Diskette Drive,
 Keyboard, Mouse, Monitor
 3.4 GHZ Xeon Processor
 2GB Ram
 146GB SCSI Disk
 1 10/100 Ethernet Network Interface Card
 1 RAID Controller
- 8 Dell Latitude D810
 1.73 GHZ Pentium Processor
 1GB memory
 40GB Hard Drive
 Floppy Disk, CD-RW/DVD
 10/100 Fast Ethernet Card
- 1 Xerox DP65 High Laser Printer
- 1 HP Laser jet 4350 MICR printer
- 1 ADIC Scalar 100 LTO Robotic Tape Library (5 drive capacity)

SCOPE OF WORK

Mobile Software Configuration

1	UNISYS Master Control Program (MCP) 10.0
1	COBOL74/85 Compiler
1	Remote Print Systems (RePrints)
1	Enterprise Application Environment (EAE) Bundled Runtime
1	EMC PowerPath
1	EMC Navisphere Agent
8	WebEnabler Emulator Software
1	Windows Server 2003 Enterprise Edition
2	Windows Server 2003 Standard Edition
8	Windows XP Professional w/ service pack 2
1	MIS print software
1	MUNIS print writing software

The bidder shall include a service plan with the UNISYS Corporation which covers the installation and integration into the EMC Storage array.

SCOPE OF WORK

Data Center Critical Business Operation

In the event of a disaster the recovery solution shall provide the same level of service provided by the mainframe at present. A general overview of those Critical Business Operation functions is listed:

1. Maintain and produce employee records for Human Resources
 - a. Payroll
 - b. HR file transfers
2. Maintain and produce account payable such as city expenses.
 - a. Vendor and contract payments
 - b. Utility and Telephone payments
3. Maintain processes for account receivable
 - a. Utility Bill receivables
 - b. Assessment Bills receivables
 - c. Delinquent Accounts receivables
 - d. Various Fee (Inspection, Planning, GIS)
4. Restore Data Files from file sharing in a Windows environment

The mobile Data Center topology shall be configured as a Local Area Network (LAN). The LAN shall have a Windows Server 2003 functional level Active Directory System. City departments shall achieve data continuity with the mobile Data Center through “sneaker-net”. Individuals from various departments shall carry data to the mobile Data Center and enter data into the mainframe system through emulated data entry laptops. In addition the city’s IT staff shall use the laptops in conjunction with the UNISYS Corp. during the database rebuilding phase of the recovery process. Designated Magnetic Ink Character Recognition (MICR) printers and the Xerox DP65 high speed laser printer will be used to produce accounts payable checks, payroll checks, utility bills, and daily reports.

SCOPE OF WORK

Testing Methodology and Support

Bidders shall provide a summary of testing methodology and standard support provided during testing. Each bidder shall describe the type of support the provided before, during and after a test. Identify any cost associated with this support. In addition, the bidders shall indicate the number of support staff personnel on site during testing and disaster recovery.

Security and Access Occupancy

- 1 Explain the security and access to the mobile Data Center unit once placed on site.
- 2 Explain the projected delivery of the mobile unit from the time of declaring a disaster.
- 3 Explain the security system and proposed recovery facility.

INSURANCE REQUIREMENTS

Insurance Requirements

Contractor shall maintain insurance not less than the following:

Commercial General Liability, covering

- premises/operations
- products/completed operations
- broad form property damage
- explosion, collapse, and underground hazards if the hazards exist in the performance of this contract
- contractual liability
- independent contractors, if any are used in the performance of this contract
- City of Durham must be named additional insured, and an original of the endorsement to effect the coverage must be attached to the certificate (if by blanket endorsement, then agent may so indicate in the GL section of the certificate, in lieu of an original endorsement)
- combined single limit not less than \$1,000,000 per occurrence;

Workers' Compensation Insurance, covering

- statutory benefits;
- covering employees; covering owners/partners, officers, and relatives (who work on this contract); certificate must specifically state that these individuals are covered
- employers' liability, any limit.

Insurance shall be provided by:

- companies authorized to do business in the State of North Carolina
- companies with Best rating of A or better.

Insurance shall be evidenced by a certificate:

- providing notice to the City of not less than 30 days prior to cancellation or reduction of coverage
- certificates shall be addressed to:
City of Durham, North Carolina
attention: Finance Director
101 City Hall Plaza
Durham, NC 27701
- both the insurance certificate and the additional insured endorsement must be originals and must be approved by the City's Finance Director before Contractor can begin any work under this contract.

EQUAL EMPLOYMENT OPPORTUNITY PROVISIONS

During the performance of this Contract the Contractor agrees as follows:

- a. The Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, political affiliation or belief, age, or handicap. The Contractor shall take affirmative action to insure that applicants are employed and that employees are treated equally during employment, without regard to race, color, religion, sex, national origin, political affiliation or belief, age, or handicap. Such action shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment or advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The Contractor shall post in conspicuous places, available to employees and applicants for employment, notices setting forth these provisions.
- b. The Contractor shall in all solicitations or advertisements for employees placed by or on behalf of the Contractor; state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, political affiliation or belief, age, or handicap.
- c. The Contractor shall send a copy of the EEO provisions to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding.
- d. In the event of the Contractor's noncompliance with these EEO provisions, the City may cancel, terminate, or suspend this contract, in whole or in part, and the City may declare the Contractor ineligible for further City contracts.
- e. Unless exempted by the City Council of the City of Durham, the Contractor shall include these EEO provisions in every purchase order for goods to be used in performing this contract and in every subcontract related to this contract so that these EEO provisions will be binding upon such subcontractors and vendors.

NON-DISCRIMINATION PROVISION

"The City of Durham opposes discrimination on the basis of race and sex and urges all of its contractors to provide a fair opportunity for minorities and women to participate in their work force and as subcontractors and vendors under city contracts."



CITY OF DURHAM SMALL DISADVANTAGED BUSINESS ENTERPRISE PROCUREMENT FORMS



Equal Opportunity/ Equity Assurance Department

Mailing Address:

101 City Hall Plaza
Durham, North Carolina 27701

Phone: (919) 560-4180

Facsimile: (919) 560-4513

Street Address:

211 Rigsbee Avenue
Durham, North Carolina 27701

SMALL DISADVANTAGED BUSINESS ENTERPRISE ORDINANCE ENTERPRISE ORDINANCE PROCUREMENT DOCUMENTATION

If applicable information is not submitted with your bid, your bid will be deemed non-responsive.

Declaration of Performance must be completed and submitted with your bid.

Managerial Profile must be used to list the managerial persons in your work force who will be participating in this project.

Equal Employment Opportunity Statement for your company must be completed and submitted with your bid.

Employee Breakdown must be completed and submitted for the location providing the service/commodity. If the parent company will be involved in providing the service/commodity on the City contract, a consolidated employment breakdown must be submitted.

DECLARATION OF PERFORMANCE BY VENDOR/CONTRACTOR

Briefly address each of the following items:

1. A brief synopsis of the company and the products/services it provides:
2. Describe the normal procedure used on a bid of this type, giving the flow of purchase from the company to the ultimate purchaser:
3. List anyone outside of your company with whom you will contract on this bid:

The undersigned vendor/contractor certifies that:

- (a) It is normal business practice of the vendor/contractor to perform all elements of the contract with its own work force without the use of subcontractors/vendors; and
- (b) That the above documentation demonstrates this firm's capabilities to perform all elements of the contract with its own work force or without the use of subcontractors/vendors.
- (c) The vendor/contractor will use a sub consultant(s) in the fulfillment of this scope of work.

Date

Authorized Signature

Complete this page

MANAGERIAL PROFILE

Name of Firm: _____

Contact Person: _____

Title: _____

Address: _____

Telephone No.: _____

Date: _____

List the managerial persons in your work force who will be participating in this project, including name, position, and whether the individuals are minority or woman within the definition* of the City of Durham's Equal Business Opportunity Ordinance.

Managerial Employees

NAME	POSITION	SOCIALLY/ECONOMICALLY DISADVANTAGED* (YES/NO)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

* M-Minority (African American), W-Woman, Other-H-Hispanic, AI-American Indian, AS-Asian American, Handicapped

Complete this page

EQUAL OPPORTUNITY STATEMENT

(You may submit your organization's EEO policy in lieu of this sheet)

Complete this page

EMPLOYEE BREAKDOWN

Part A – Employee Statistics for the Primary Location

Employment Category	Total Employees	MALES							FEMALES				
		Total Males	Total Females	White	Black	Hispanic	Asian or Alaskan Islander	Indian or Alaskan Native	White	Black	Hispanic	Asian or Pacific Islander	Indian or Alaskan Native
Project Manger													
Professional													
Labor													
Clerical													
Totals													

Part B – Employee Statistics for the Consolidated Company (See *instructions for this form on whether this part is required.*)

Employment Category	Total Employees	MALES							FEMALES				
		Total Males	Total Females	White	Black	Hispanic	Asian or Alaskan Islander	Indian or Alaskan Native	White	Black	Hispanic	Asian or Pacific Islander	Indian or Alaskan Native
Project Manger													
Professional													
Labor													
Clerical													
Totals													

EEO-1 Report may be submitted in lieu of this form